King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.061 – Personnel Action Tracking Software	Approved By:	Director Allen Nance
	Effective Date:	December 02, 2025
	Reviewed By:	PRC, IIU Commander
Distribution:	Review Date:	November 7, 2025

Purpose
To establish a protocol and provide department staff guidelines for the use of the Personnel Action Tracking Software.

Policy
It is the policy of this department to assist supervisors with identifying employees whose performance warrants review and, where appropriate, intervention. It is the duty of all supervisors to continually monitor the performance and behavior of the personnel assigned to them. Personnel Action Tracking Software is a tool to assist with this effort.

References
Department Policy: 1.01.001 - Code of Conduct

Definitions
Command Staff: Director, deputy director, facility commanders, division directors, division majors, deputy division directors, captains and chiefs.

A. General Guidelines

1. Authorized levels of access:
   a. Level 1 – Internal Investigations Unit (IIU) commander and Personnel Action Tracking Software administrator:
      1) Authorized to review and change all open and closed investigations in Personnel Action Tracking Software.
      2) Authorized to input any investigation into Personnel Action Tracking Software.
   b. Level 2 – IIU investigating sergeants:
      1) Authorized to review all open and closed investigations assigned to an access level of 2 through 3 in Personnel Action Tracking Software.
      2) Authorized to input any investigation into Personnel Action Tracking Software.
   c. Level 3 – Command staff (or equivalent):
      1) Authorized to review closed investigations that are access level 3 in Personnel Action Tracking Software.

2) Not authorized to input, change, or print any records in Personnel Action Tracking Software.

2. Personnel Action Tracking Software assists in the efficient handling of the following while providing the means to analyze and identify areas of concern:
   a. Internal complaints received from employees and the Ombud's Office.
   b. External complaints received from the general public and the Ombud's Office concerning employees.
   c. Internal, administrative, and shift investigations.
   d. Allegations concerning policy and/or procedure violations.

B. Procedure

1. Personnel Action Tracking Software is managed by the IIU commander and Personnel Action Tracking Software administrator, who shall have the responsibility of:
   a. Generating and tracking IIU case numbers for each investigation conducted.
   b. Quality control of entries into the system.
   c. Ensuring timely entry of corrective/disciplinary action.
   d. Assigning access levels for investigations accordingly.
   e. Modifying settings to lock or unlock investigations, and to restrict or allow changes.
   f. Ensuring timely entry of complaints and investigations.
   g. Ensuring proper retention of information system.
   h. Providing reports to command staff and captains as requested.
   i. Providing reports to command staff and captains as requested regarding prior disciplinary recommendations.
2. Supervisors shall have the responsibility of:
   a. Documenting and forwarding corrective/disciplinary action taken with their staff to IIU.

C. Misuse of Personnel Action Tracking Software

1. Any misuse or abuse of Personnel Action Tracking Software may result in revocation of software access privileges and/or department disciplinary actions.